Minutes
Future Traditions Foundation
September 7, 2014
Foundation Headquarters
2911 La Combadura

Board Members Present: Stephen Kelly, Misa Kelly, Kaita Mrazek, Gerry Marr, Anaya Cullen
Quorum Present: Yes

Agenda

1. **President calls meeting to order**
   Gerry and Stephen call the meeting to order

2. **Review and signing of minutes and other minutes needing signing**
   Misa reviews minutes from previous meeting.
   Stephen moves to approve the minutes, Misa seconds.
   All in favor: argh! Minutes from previous meetings are signed.

3. **Update from each board member**
   Gerry: made contact with Nita Little (sp)-a dancer, teacher, and contact improviser. Considers that she might be a good person to be in touch with. For the first time ever, Gerry performed singing and playing guitar at Ecstatic dance and Poetry Church. Check out his dance performance on Facebook
   Kaita: talks about UCSB SIT study. Gerry makes a swooooosh sounds
   Misa: gives an update
   Stephen: Has been reading The Artist's Way. Key elements: 1. Set aside time weekly to be alone and do something without any particular goal. 2. Morning Pages: stream of consciousness writing first thing in the morning. He applied some of this to working with his music students. Has enjoyed working with Misa on her Manatee piece. Collaborated with harpist and dancer/singer.
   Anaya: moved into an intentional community in CO where she can sew and eventually hold workshops there. She has been enjoying the creativity and support of the community! She has also been learning about and creating products commercially on a small scale. Misa suggests checking out an online resource called Coursera for courses in entrepreneurship.

4. **Review of application to reverse the IRS revocation of non-profit status**
   Stephen and Misa: we have been growing increasingly busy as evidenced by our calendar, and administrative work has become more complicated. We have applied to reinstate non-profit status. This has also been a great catalyst to get organized.
   Misa created a website for the board with access to our records in PDF forms and important deadlines as well as information about FTF including lists of our activities, templates, bylaws, etc.
   Misa asks the board to go to the website and read the IRS Compliance Guide.
   Anaya suggests using an app called CamScanner to create PDFs from images.
   Misa would like to make sure BOD contacts are all updated.
   WE ARE MORE ORGANIZED! But we can't be doing as much as we can with the limited resources that we have so we have to scale back. Gerry also suggests delegation of jobs.
   Stephen did research to find a CPA

Re-apply for non-profit status: 2 methods and decided we were eligible for the streamlined process and completed the application within a few days of receiving the revocation letter.
Currently we are waiting for acknowledgement from the IRS which should be coming within the next week. We are expecting to be not only reinstated but also retroactively reinstated so we can address the donations we received in the interim.
BIG SNAPS!!
Anaya suggests WEAVE as a possible resource for non-profit accountants. Anaya provides contact information, Stephen says he will contact Weave.

5. **Election of all officers (given ambiguity in the records)**
Stephen suggests re-election of all officers in order to clarify the roles of each of the board members.
Anaya would like to add an agenda item—to reconsider her role in FTF. Misa suggests that we discuss the roles of board members in a future meeting. Brainstorm our duties, the role of social media which can be complicated, etc. To confirm, we are all quite proud of what the board has achieved.
Anaya wants to know what expectations are and ways to directly communicate expectations.
Kaita suggests choosing the best ways to connect with board members? Item is added to the agenda.
Stephen and Misa tell Anaya that they both value her contributions greatly.
Misa moves to add another meeting which includes organization and praising of board members' qualities.
Stephen suggests that the board as a whole can do more by asking more questions and delving into details of the operation. More active in oversight.
Gerry moves to elect officers for President, Secretary, and Treasurer.
Stephen moves to elect Kaita as Secretary. Gerry and Anaya simultaneously second. ARGH!!! Kaita is moved.
Stephen moves to elect Misa as Treasurer. Kaita seconds. All in favor!!
A $400 donation was made to the foundation by Misa and Stephen to complete the quickform for reinstatement.
Gerry moves to elect Stephen as President, Misa seconds. ARGH!!!
Stephen moves to confirm Gerry as Vice President. Anaya seconds. ARGH!!

6. **Board discuss CPA expert in nonprofits to review our operations and make recommendations**
Stephen: Misa and Stephen have spent time discussing finding a CPA to advise us. How to handle a private contractor such as in the Alma Carlin project?
At some point we would like to have a CPA. First step: get our materials in order. In the interim, assign a task to someone who is willing to find a volunteer CPA who specializes in non-profits and wouldn't necessarily have to be in SB.
Gerry asks to make a note to describe the expectations of this job of volunteer CPA:
1 hour consultation to review our organizational process and to point out any red flags of what we're not doing right and what we should be doing right.
Anaya clarifies sub-contractor vs. employee
Stephen reiterates that he would feel more comfortable with finding a CPA.
Misa says Stephen has great questions to ask a CPA and asks him if he'd like to draft a list of questions to ask. Stephen says he will initiate that and communicate with the board to get additional questions from the board members.

Misa wants a deadline from the board for the goal of getting all of the board materials organized. Stephen suggests that we should start with making sure the last 3 years are in order. Misa wants to know what the law requires and to set a goal based on the literature and the law rather than 3 years. Stephen notes a difference of opinion.
Misa proposes to make a list of what's missing and send it out to the board. Misa also proposes that the board votes on what course of action to take. Stephen thinks that if the last 3 years are in good order then we can consult with a professional and follow their recommendations. Gerry moves to give Misa a deadline of 1 month to generate a list of what's been done and what's missing as well as researching the legal requirements. By year's end, she will complete missing pieces so that by the New Year we have all the material to bring to an accountant. Stephen seconds, all in favor.
Discussion of tasks to complete:
Misa wants to look into the cost of a scanner
Stephen contributed $100 to foundation to cover cost of scanning materials.
Misa wants to look at budget and if there is money for scanning, to use the money for scanning, and will have a bank budget.
Stephen: perceives a need to have a portion of the budget available for administrative tasks. Can a certain percentage be allocated to that? In previous grants we haven't stated that a portion would be used for legal advice, so the current proceeds can't be used for that. What about the future?
Misa moves to table the discussion for a future meeting or take a break and come back to it. Stephen: let's think about whether or not this is important and to come up with possible solutions to share.
Misa: to our respective to-do lists: within a month each board member sends Misa updated contact info and best way to be reached. Misa will collate a list and distribute and put it on website. Gerry seconds the motion. ALL IN FAVOR!
Stephen moves to adjourn the meeting. Gerry seconds the motion! ALL IN FAVOR!

7. **Discussion of setting aside a percentage of our receipts to hire consultants such as CPA**
8. **Best way to connect with each board member.**

****UPDATE 9/8/2014** Non-profit status has officially been reinstated. Big thanks to Stephen and Misa!**